

## GOLF PROFESSIONAL

### City of Delta [Application](#)

#### DESCRIPTION OF WORK

Under direct supervision of the Parks & Recreation Director or his/her designee, is responsible to direct, manage, supervise, coordinate and sell the programs and activities of Golf. Coordinate assigned activities with other departments and outside agencies.

#### DUTIES-EXAMPLES OF WORK

PRIMARY DUTIES ARE: Develop, promote, SELL and execute golf programs, lessons, tournaments and activities; coordinate and promote these activities with Golf Course Administrative staff, Golf Course Superintendent and other divisions and department staff to ensure the proper functioning of the facility. Develop a long range plan for the golf course, designed to increase revenues.

SECONDARY DUTIES: Assist the Parks and Recreation Director and/or Golf Course Administrative staff in the operation of golf clubhouse in a customer friendly fashion; including direct customer interaction as well as recruiting and training personnel in the operation portion of golf clubhouse. Manage the daily operation of the driving range. On occasion will be responsible for preparing the computers with the cash for beginning the day, at the end of day, prepare the day's income reports and deliver cash and reports to the City Finance department. Participate in the preparation and administration of golf budget; submit budget recommendations to Parks and Recreation Director. Monitor expenditures in a fiscally responsible manner. Coordinate and schedule course activities and times so that various functions do not conflict; assist with maintaining tee time management system. Maintain contact with various Men's and Ladies' Clubs, golf associations, civic organizations and other entities to promote course programs. Ensure the adherence to safe work practice and procedure; investigate all health and safety related risk, incidents and accidents; perform regular safety inspection and keep accurate documentation. Stay current on developments in the world of golf.

OTHER DUTIES INCLUDE: Perform other duties as assigned, including assignments that may be outside the primary area of employment. It is anticipated that this position will be expected to participate in other areas of recreation; ie: golf lessons at the Recreation Center; racquetball/golf program; exercise class with emphasis on golf.

#### QUALIFICATIONS

Thorough knowledge of modern and complex golf skills and principles in the practices of golf management including: teaching, programming, promotion, and playing procedure established by the U.S.G.A.

Develop, implement, maintain and evaluate golf course services, while adhering to the City of Delta policies and procedures.

Advise and lead the work of golf personnel and analyze problems, identify alternative solutions and implement recommendations in support of goals; interpret and explain City of Delta's policies and procedures.

Collect, interpret and distribute performance data relating to golf programs and prepare timely, concise and accurate reports.

Possess golf teaching and playing skills.

Excellent Customer Service skills.

Knowledge of pertinent federal, state and local laws, codes and regulations.

Knowledge of principles of organization, fiscal and administration management.

Lift and carry 25 pounds and occasionally up to 50 pounds.

Stand, walk, sit, climb, bend, kneel, twist, reach, ride, pick, grasp and perform a variety of similar body movements.

Talk and hear in person or by telephone; see and read documents, computer data and other information.  
Communicate orally and written to give oral instructions and prepare documents.  
Establish and maintain effective working relationships with employees, officials and the public.  
Possess strong interpersonal and public relation skills.  
Team oriented with excellent communication and marketing skills.

#### **EXPERIENCE AND TRAINING**

Must be a High School graduate; experience and/or training as a Golf Professional; and prior experience in promoting and/or marketing. All levels of certified and non-certified Golf Professionals will be considered.

#### **SPECIAL REQUIREMENTS**

Must pass a background screen and pre-employment drug test and pre-employment physical. Work schedule will include weekends and holidays.

**This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**